SAFETY HEALTH & WELFARE POLICY

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<th>AUTHORISED BY</th>
<th>POLICY AUTHOR/OWNER</th>
<th>POLICY REVIEW RESPONSIBILITY</th>
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<tr>
<td>Managing Director</td>
<td>General Manager, Training and Business Services</td>
<td>Manager, Workforce Services</td>
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<tr>
<td>CURRENT VERSION DATE</td>
<td>POLICY REPLACES</td>
<td>DATE OF NEXT REVIEW</td>
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<td>23/07/2013</td>
<td>17/07/2012</td>
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1. POLICY STATEMENT

West Coast Institute is committed to promote occupational safety and health and maintaining, so far as practicable, a safe and healthy working environment for its employees, students and visitors.

2. RESPONSIBILITIES

2.1 Management

- is responsible for the effective implementation of the West Coast Institute Occupational Safety, Health and Welfare policy;
- must observe, implement and fulfil its responsibilities under the relevant Acts and Regulations;
- must ensure that the agreed procedures for regular consultation between management and those with elected and designated safety and health responsibilities are followed;
- must make regular assessments of safety and health performance and resources in cooperation with those with elected and designated safety and health functions;
- must ensure that all specific procedures operating within the West Coast Institute are periodically revised and are consistent with West Coast Institute safety and health objectives;
- must provide information, training or supervision for all employees in the correct use of plant equipment and substances used throughout the West Coast Institute;
- must be informed of incidents occurring on the West Coast Institute premises or to company employees so that safety and health performance can be accurately gauged;
- must ensure permissions and agreements are documented and filed to cover students on excursions or work experience with host employers, and
- The Training Agencies Occupational Safety and Health Manual should be referred to for guidance in the absence of a specific Institute Policy.
2.2 Employees

- must exercise a duty of care for their own health and safety and that of others affected by their actions at work;

- must comply with the safety procedures and directions agreed between management and employees with nominated or elected safety and health functions;

- must not wilfully interfere with or misuse items or facilities provided in the interests of safety, health and welfare of West Coast Institute employees;

- must, in accordance with agreed West Coast Institute procedures for incident reporting, report potential and actual hazards and incidents to management and/or their elected safety and health representatives;

- where responsibility exists for supervising students on excursions or work experience, ensure that appropriate paperwork is completed, the new environment is safe and students are briefed on the relevant OSH rules required in the new location, and

- The Training Agencies Occupational Safety and Health Manual should be referred to for guidance in the absence of a specific Institute Policy.

2.3 Students and Visitors

- must exercise a duty of care for their own health and safety and that of others affected by their actions whilst at the Institute;

- must not wilfully interfere with or misuse items or facilities provided in the interest of safety, health and welfare of people at the Institute;

- must report potential and actual hazards, near misses and incidents resulting in injury to management and/or their elected safety and health representative;

- will ensure all written permissions for work experience or excursions are completed and lodged with WCI and adhere to the OSH rules covering the new environment, and

- comply with the use of appropriate personal protective equipment as required.
3 Policy Review

This policy will be regularly reviewed in the light of legislation and West Coast Institute changes. Management seeks co-operation from all employees in realising our safety and health objectives and creating a safe work environment. All employees will be advised in writing of agreed changes and arrangements for their implementation.

4 Relevant Legislation/Standards/Frameworks/Policies/Procedures

- Occupational Safety and Health Act 1984
- Occupational Safety and Health Regulations 1996
- Code of Practice – Occupational Safety and Health in Western Australian Public Sector
- WCI Code of Conduct
- Student Code of Conduct

5 Objectives

To provide guidelines to staff on Occupational Safety and Health issues and to enhance the working environment of the West Coast Institute and its staff.

To achieve a reduction in work related injury or illness each year.

This can best be achieved through effective communication, consultation and cooperation between all levels within the Institute.

6 Supporting / Related Documents

- The Training Agencies Occupational Safety and Health Manual
- Mental Health Support Guidelines

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<tr>
<th>Michelle Hoad</th>
<th>Caren Nielsen</th>
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<td>Managing Director</td>
<td>Member, OSH Committee</td>
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